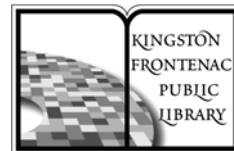


MINUTES
Regular Meeting #2011-09
Kingston Frontenac Public Library Board
November 23, 2011 - 4:00 PM
Delahaye Room, Central Library



Present: Barbara Aitken, Denise Cumming, Deborah Defoe (Chief Librarian/CEO), Wilma Kenny, Councillor Jim Neill, Floyd Patterson, Councillor John Purdon, Claudette Richardson (Chair), Monica Stewart

Staff Present: Doug Brown (Manager, Facilities), Patricia Enright (Manager, Children's/Youth Services and Rural Branches, and Recording Secretary), Barbara Love (Manager, Adult Services), Shelagh Quigley (Manager, Human Resources) Chris Ridgley (Budget / HR Analyst), Lester Webb (Manager, Systems and Technical Services)

Regrets: Paige Cousineau, Ralph Gatfield, Erik Knutsen, Mary Glenn (Recording Secretary)

1. CALL TO ORDER

Ms. Richardson called the meeting to order at 4:05 PM.

2. ADOPTION OF THE AGENDA

The agenda was accepted with the following additions: *7.2 SOLS Trustee Council meeting, and 9.1 Branch Services Master Plan.*

3. DECLARATIONS OF CONFLICT OF INTEREST

There were no declarations of conflict of interest.

4. ACCEPTANCE OF MINUTES

4.1 Kingston Frontenac Public Library Meeting #2011-08 held October 26, 2011

2011-63 STEWART- KENNY

That the minutes of Regular Meeting #2011-08 of the Kingston Frontenac Public Library Board held October 26, 2011 be approved with the following correction: 7.1.5. Marilyn be changed to Merilyn.

CARRIED

4.2 Committee of the Whole Meeting held November 9, 2011

2011-64 KENNY – STEWART

That the Minutes of the Committee of the Whole meeting held November 9, 2011 be confirmed.
CARRIED

With respect to the board meeting evaluation process, it was reported that a one-page evaluation form was in development and would be circulated at the December meeting.

5. BUSINESS ARISING FROM THE MINUTES

5.1 CEO Search Committee – Update

Ms. Stewart reported that a short list of candidates was interviewed today. The committee asked that a special board meeting be called on November 30, 2011 to ratify the decision of the Committee.

5.2 Carver Governance (G-7)

Councillor Purdon noted that item 5 which dealt with the consent agenda had been deleted and moved to G-2 and asked that G-2 be brought forward with the change.

Ms. Cummings said that the changes reflect what was discussed at the meeting but she noted that she did not see a report on the Ends and how they are being achieved. Ms. Defoe replied that the Chief Librarian's reports are intended to convey this information. Ms. Cummings stressed the importance of having clarity around the goals. She suggested that the monitoring reports be discussed at the next Committee of the Whole meeting.

6. ACTION ITEMS

There were no action items.

7. INFORMATION ITEMS

7.1 Correspondence / Information Received and Sent

- 7.1.1 From the Federation of Ontario Public Libraries (FOPL) a letter dated November 1, 2011 highlighting the Federation's accomplishments over the last year, and enclosing an invoice in the amount of \$5,000.

2011-65 PURDON -AITKEN

That the Board receive the correspondence as listed in the Agenda.

CARRIED

7.2 Southern Ontario Library Services Trustee Council Area 6 Meeting

Ms. Richardson reported on the meeting which took place at the Tweed Public Library. The new facility which opened three months ago has a combined meeting room and quiet study room with a fireplace, but the shelving is high. David Allen, the executive director of the Federation of Ontario Public Libraries, spoke to the group about FOPL's projects and accomplishments.

Ms. Kenny reported on a workshop by the Monieson Centre at Queen's School of Business. The business students are available to assist organizations and businesses.

8. MONITORING REPORTS

8.1 Communication and Counsel

8.1.1 Chief Librarian's Report

Ms. Richardson, Ms. Defoe and Ms. Ridgley attended the City of Kingston budget meeting on November 22, 2011 where Ms. Defoe presented the 2012 budget. According to the Whig Standard the budget passed as presented at 2.6%.

Ms. Defoe spoke to the information item 8.1.1., the data collected by the Ministry of Tourism and Culture through its annual survey. The information is intended to demonstrate where the Kingston Frontenac Public Library stands in relation to other public libraries in the population group 100,001 to 250,000.

8.2 Staff Relations

8.3 Asset Protection

2011-66 PURDON – AITKEN

That the Board accept the following reports of the Chief Librarian/Chief Executive Officer:

- *Communication and Counsel*
- *Staff Relations*
- *Asset Protection*

CARRIED

9. OTHER BUSINESS

9.1 Branch Services Master Plan Review

Councillor Neill suggested that the Board ask Council for additional operating funding (.6%) to meet provincial guidelines. The Branch Services Master Plan sets out the Board's five year plan. He suggested that the Board approach the Pittsburgh Fund to assist with funding the expansion of the Pittsburgh branch. Ms. Defoe reported that she has met with Gerry Shoalts, the branch's architect, to discuss the expansion, and that she has also contacted Commissioner Hurdle regarding the City's plans for the north end of Kingston. The library would need a minimum of 1,000 square feet for a branch.

10. NEXT MEETING DATE AND ADJOURNMENT

There will be a special board meeting held on Wednesday, November 30 at 4:00 PM in the Delahaye Room.

The next regular Board Meeting will be held at 4:00 PM, Wednesday, December 14, 2011, Delahaye Room, Central Library.

There being no further business, the meeting was adjourned at 5:13 PM.

Claudette Richardson, Chair

Patricia Enright, Recording Secretary